

**350 or bust**

**Project proposal**

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Version: 1.0

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# Project executive summary

The executive summary provides a summary of the project definition document.

## Project Name: 350 or bust

**Team Name**: 350 or bust

**Team Members**: Peter Love, Andrew Body, Chen Ding

**Client:** Ella Lawton

**Project Sponsor**: Otago Polytechnic

Project Supervisors: Lesley Smith, Samuel Mann

## Project Description:

**Goal:** To increase awareness of the 350 parts per million of CO2 goal.

**Objectives:** Impact the CO2has on the global environment and how 350 can help to reduce the CO2level.

## Deliverables:

|  |  |  |
| --- | --- | --- |
|  | ***Details*** | ***Estimated Date*** |
| * Project Start | When we start the project | 30 July, 2009 |
|  |  |  |
| * Release One | Client letter, Project Proposal, Project Management | 21 Aug, 2009 |
| * Release Two | Client letter, Functional requirement | 14 Oct, 2009 |
| * Release Three | Client letter, Robust requirement | 18 Nov, 2009 |
|  |  |  |
| * Project End | Presentation to Client | 18 Nov, 2009 |

**Development Estimates (person/hours):**

Client: Ella Lawton Project Team: 350 or bust

3 hours per day 4 hours per day combined

Date: Date: 30 July, 2009

Section Two: Business Outline

# Business statements

Information in this section refers to aspects of the client’s business

## Client Mission Statement:

Core values etc. If the client doesn’t have a mission statement – write it for them. What is the underlying philosophy behind their approach to business?

## Business description:

While Otago Polytechnic specializes in training students at all levels from foundation to post graduate level courses to be ready for the workforce with an equal level of theoretical and practical hands on experience to perform in the workforce.

The purpose of the business is to provide and warn people about Global Warming and how the atmospheric Carbon Dioxide concentration can be brought down.

## Business objectives:

## To ensure students are work ready and prepared to contribute to a global workplace. To ensure that everyone has the opportunity to develop his or her skill base further at the Polytechnic.

In terms of environmental sustainability and impact Otago Polytechnic is conscious about their “Carbon Footprint” and will do whatever it can to minimize harm to the environment. This includes minimizing the amount of printing that needs to be done and cutting down on printer paper.

In terms of contribution per head of population New Zealand is not necessarily one of the worst offenders. In terms of industry our worst offender would be the Huntley Power Station in the Waikato region, which relies on coal and gas to generate electricity. The next largest contribution would be a tossup between the domestic fireplaces and the Transport industry

Section Three: Methodology

# Project Methodology

Describe the methodology adopted. Justify this decision and describe the consequences of the chosen methodology. **Chen Ding**

Section Four: Project Outline

# Project Outline

## Project Description

To make a project that Inform’s people about reducing Carbon emissions to 350 parts per million

# Project risks

Project risks are circumstances or events that exist outside of the control of the project team that will have an adverse impact on the project if they occur. (In other words, whereas an issue is a current problem that must be dealt with, a risk is a potential future problem that has not yet occurred.) All projects contain some risks. It may not be possible to eliminate risks entirely, but they can be anticipated and managed, thereby reducing the probability that they will occur.

Risks that have a high probability of occurring and have a high negative impact should be listed below. Also consider those risks that have a medium probability of occurring. For each risk listed, identify activities to perform to eliminate or mitigate the risk.

Risk needs to be considered in a number of areas:

## Economic Feasibility

Assuming a successful outcome, what business benefits could result? If the project does not succeed, the loss of these benefits may be a risk to the business. Tangible benefits are those that can be measured in direct financial terms. Intangibles are harder to measure but can contribute to overall success or failure. Many businesses do not take intangible benefits into account.

|  |  |
| --- | --- |
| Examples of tangible and intangible benefits. | |
| Tangible benefits: | Intangible benefits: |
| Cost reduction/avoidance  Saving of labour hours  Error reduction  Increased flexibility  Increased speed of activity  Improved management and control | Faster decision making  Employee morale  Increased accuracy |



Make your own list of benefits specific to your project. Provide as much detail as you can and explain your decisions.

## Technical Feasibility

These are the risks involved in the development.

A) Big is riskier

- number of people - duration time - departments - size of programming effort

B) Ill defined, ill structured, messy or subjective = a more risky project than a tightly defined one.

C) Team management – is the team experienced in this type of project? Are they an established and effective team?

Write a paragraph describing the risk level of the project taking into account the factors above.

## Operational Feasibility

Degree to which proposed system is likely to solves the business problems take advantage of the business opportunities. What are the consequences of failure?

## Legal, Ethical and Contractual Feasibility

Potential legal and ethical ramifications of construction of system.

Does the client expect confidentiality? What steps will you take to ensure this?

## Political Feasibility

How do key stakeholders view the system? Projects promoted with a ‘top down’ approach can fail due to lack of support from key use

## Risk Action Plan

For the risks you have identified in the above sections, describe what steps you will take to minimize the impact.

|  |  |  |
| --- | --- | --- |
| **Risk Area** | **Level (H/M/L)** | **Risk Plan** |
|  |  |  |
| 1. Project risk #1 |  | Risk plan activity #1, etc. |
| 2. Project risk #2 |  |  |
|  |  |  |

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